



Village of Palm Springs Planning, Zoning & Building
Revision/Plan Review Comments

General Instructions (Applicant will be responsible to insert revision/resubmittal pages into original set of drawings) (Please check one below)

REVISION (Used for changes after a permit has been issued). If the revision results in **added size or construction value**, an additional fee will be charged based upon the construction permit fee schedule and impact fee schedule.

PLAN REVIEW COMMENTS/RESUBMITTAL (Used for information requested by plan reviewers, i.e. Shop drawings, letters etc.)

Job Address

Revision Submittal

(Required) Permit # _____

1. Describe revisions in a detailed narrative letter and attach two sets of plans
2. Plan revisions must be clouded to clearly show the difference between what was originally permitted and the proposed revisions
3. Each revision date should be noted in plan revisions box on plans

Description of Requested Changes _____

Original Sq. Ft. _____ Revised Sq. Ft. _____ Additional Cost of Work \$ _____

Plan Review Comments

Requested by Building Planning & Zoning Fire Marshall Engineering

Electrical Plumbing Mechanical Utility

Documents Being Submitted (Check all that apply)

Correction of Plans Survey Product Approvals Shop Drawings HOA Approval

Engineered Drawings Other (Brief description) _____

Applicant Information (To be completed by owner, contractor or authorized agent)

Applicant Name _____ Email _____

Contact Phone _____ Fax _____

I understand a fee may be imposed in accordance with the Village of Palm Springs fee schedule and will be required to be paid for at time of submittal.

Applicant Signature _____

(OFFICE USE ONLY)

Review Group Required	Reviewed By	Date In	Date Out	Approved/Rejected	Additional Inspections Required (attach additional inspection sheet)
Planner (zoning/landscaping etc.)					Y / N
Fire Rescue					Y / N
Electrical Examiner					Y / N
Mechanical Examiner					Y / N
Plumbing Examiner					Y / N
Building Examiner					Y / N
Utility Examiner					Y / N

Revision/Plan Review Fees			
Minor		Base Fee	\$25.00
Major		Base Fee	\$75.00
# of Pages		@ \$10.00	
Total			

TECH _____

JOB ADDRESS: _____

DATE _____

PERMIT # _____